

Garrett Park Town Hall Use Permit
10814 Kenilworth Avenue Garrett Park, Maryland 20896

Name /Organization:_____

Address:_____P.O.Box_____

Phone H:_____W:_____Cell:_____

Email:_____Fax:_____

The party's named above is authorized to use the facilities of the Garrett Park Town Hall for the period specified: Date:___/___/20___ Time:_____--_____

Estimated Attendance___ (Limited to 75 persons by law of Fire Marshall)

Person in charge (a legally responsible adult must be present at all times):

Name:_____Phone:_____

Address:_____

Type of use as listed on p. 2 (please circle): A B C D E F

Permission to move the piano: YES / NO

Total charge (see reverse side): \$_____ **(Payable to: Town of Garrett Park)**

Deposit Paid: \$_____R'cvd:_____ Ck. No._____

Balance Due: \$_____R'cvd:_____ Ck. No._____

Security Deposit Paid: \$_____R'cvd:_____ Ck. No._____

I understand that failure to leave the Hall as clean and tidy as I found it, or damage to any portion or contents of the Hall will result in partial or complete loss of renter's security deposit, and in some cases may incur further financial compensation to The Town of Garrett Park.

I agree to the Conditions Governing Use printed on this and subsequent pages of this form. (Please read carefully before signing):

Renter:_____

Fee Schedule

- A. **\$600** Non-residents of the Town of Garrett Park, or non-Garrett Park organizations (even if membership includes residents of the Town).
- B. **\$300** Garrett Park Estates residents using the Hall for private social events.
- C. **\$125** Town residents using the Hall for private social events.
- D. **\$125 / \$600 Security Fee, separate check equal to rental fee**
- E. **No charge** for Garrett Park organizations and community activities sponsored by them.
- F. **No charge** for Memorial Services for Garrett Park residents and Town employees, and their families.

_____ RENTAL FEE \$ _____

_____ LIQUOR PERMIT **\$50**

_____ PIANO USE FEE **\$50**

_____ SECURITY DEPOSIT **\$125 / \$600**

Yes____ No____ PERMISSION FOR **CARPET** REMOVAL / **\$100**

Yes____ No____ PERMISSION FOR **BENCH** REMOVAL / **\$100**

TOTAL AMOUNT DUE: \$ _____ (**Payable to: Town of Garrett Park**)

Deposit Paid: \$ _____ Ck. # _____ Rec'd: _____

Balance Due: \$ _____ Ck.# _____ Rec'd: _____

Security Deposit (separate check, refundable) \$ _____

Dated: _____ Check No.: _____

Conditions Governing Town Hall Use

In connection with the permit granted for use of the Town Hall, the person in charge of the event agrees to the conditions listed below. Damage to the Hall or any of its contents and /or failure to leave the Hall as clean and tidy as you found it will result in loss of partial or full security deposit. In some cases circumstances may require an additional fee for the renter. Cleanup *must be completed* at the culmination of your event.

1. **Put all trash resulting from your use of the Town Hall into plastic trash bags and place in trashcans outside the kitchen door.** The Town also provides blue bins for recyclable glass, bottles, plastic and cans (please rinse), located near the outside trashcans.
2. **Bathrooms must be left clean** and all bathroom trash disposed of in plastic bags and placed in the trash cans outside. Cleaning materials are stored underneath the kitchen sink.
3. **Renters are responsible for vacuuming the hall** thoroughly before leaving. The vacuum cleaner is located onstage in the closet to your left as you face the stage.
4. **Activities in the Town Hall will be concluded by 10:30 pm;** cleanup must be completed, and the Town Hall and grounds cleared by 11:00 pm.
5. **No electronically amplified musical instruments** will be operated except by special permission of the Town Manager or the Town Hall Manager.
Granted by: _____ Date: _____
6. Alcoholic beverages *may not be sold*, and only served if you have obtained a **Permit for the Consumption of Alcoholic Beverages on Town Property** through the Town Office.
7. **Staples, tape, tacks, or nails *may not be used*** on any Town Hall walls, doors or panels.
8. Main Hall **carpet and/or benches may be REMOVED ONLY with permission** by the Town and **only by the Garrett Park Maintenance Crew**. There is a fee of \$100 for each of these services.
9. A variety of classes take place regularly in the Town Hall. Renters are not permitted to use exercise, yoga or musical equipment located on the premises.
Violation of this will result in fees withdrawn from your security deposit.
10. **NO FLAME IS PERMITTED INSIDE OR OUTSIDE** the Town Hall. This includes birthday candles.

Emergency weekend/evening phone numbers: Town Hall Mgr: 917-628-6684
Mayor's Office: 202-302-5747

NOTE: Montgomery County fire officials limit occupancy of the main room of the Town Hall to 75 persons.

Permit for the Consumption of Alcoholic Beverages On Town Property

Name/Organization:_____

Address:_____

Home Phone:_____Cell Phone:_____

Work Phone:_____Email:_____

Type of Event:_____

Date(s) and Locations of Event:_____

Signature of Person Submitting Application

Payment (\$50) Received: ____/____/____

Permission Granted for this date: ____/____/____

Elizabeth S. Henley,
Assistant to the Town Manager

**IT IS THE RESPONSIBILITY OF THE PERMITTEE TO INSURE
NO ALCOHOLIC BEVERAGES ARE SERVED TO INDIVIDUALS
UNDER 21 YEARS OF AGE.**

Town Hall Measurements

Main Room	29.5 x 23 Ft.
Piano Room	14 x 16.5 Ft.
Stage	11.5 x 11.5 Ft.
Room leading to kitchen	19 x 12 Ft.
Back Room w/closets, ante room to backyard garden	11.5 x 11 Ft.
Enclosed Back Room w/door	11.5 x 11 Ft.

* * *

Grass Area in Backyard	42 x 28 Ft.
From Grass Edge to Stairs	10 Ft.
Flagstone Width	33 Ft.
From Grass Edge to Back Door	18 Ft.
Back Door Stairs	8 Ft.

* * *

The Town Hall provides 50 chairs and 10 rectangular tables, 6 x 2.5 Ft. in addition to a large oval buffet table 9 x 3 Ft., 2 small rectangular wooden tables, and 1-36" diameter round oak table.

A full kitchen is available for warming rather than cooking, and contains a large refrigerator/freezer and dishwasher. We provide paper towels, toilet paper and garbage bags; cleaning materials for your use reside in the cabinet under the kitchen sink.